



EXTENSIONS OF TIME for Conditional Use Permits Zoning Administrator Permits Tentative Subdivision Maps

Purpose: The purpose of extensions of time for conditional use and zoning administrator permits and tentative subdivision maps is to allow approvals which have a time limit to stay in effect, based on review to ensure that circumstances have not significantly changed since the original approval was given.

Code Reference: California Government Code Division 2, Chapter 3, Article 2, Section 66452.6 and Article 5, Section 66463.5 (The Subdivision Map Act); Fremont Municipal Code Title 8, Chapter 2, Article 25 (Conditional Use Permits), Section 8-22511; Article 25.1 (Zoning Administrator Permits), Section 8-22559; Chapter 1 (Subdivisions), Article 4, Sections 8-1409 and 8-1434.

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

- 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Development Statistics

- 2. Ten (10) copies of a letter stating the reasons for requesting the extension of time, signed by the person making the request. The letter shall include reference to the original approval and the original expiration date. Tentative subdivision maps expire 24 months from the date the map was approved. The City typically grants conditional use permits and zoning administrator permits expire after one year, unless otherwise specified in the approval.

City policy is to grant extensions for tentative subdivision maps one year at a time. By law they may be extended for up to three years in total.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete. If an application for extension of time is not deemed to be complete within the period stated above, the original project approval will expire. After a project expires, an extension is not possible. A new application may be made at any time if an extension cannot be granted.

Schedule Time Line: Time extension applications must be submitted a minimum of 40 days prior to the expiration.

Appeal: Appeals of Zoning Administrator or Community Development Director actions are considered by the Planning Commission. Appeals of Planning Commission action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of the Planning Commission action. Your appeal letter must be accompanied by a \$50 appeal fee and must set forth (a) the specific action appealed from, (b) the specific grounds of the appeal and (c) the relief or action sought from the City Council. For additional details regarding appeals to the City Council, contact the City Clerk's office, 3300 Capitol Avenue, Fremont, CA 94538, phone: (510) 284-4060.

* Extension of approved tentative maps are discretionary and shall conform to the provisions of the Subdivision Map Act.

Fees: The filing fee for an extension of time is due at the time of submittal. The filing fees are as follows:

- *Conditional Use Permit:* \$350 flat fee
- *Zoning Administrator Permit:* \$200 flat fee
- *Tentative Parcel Map:* \$300 flat fee
- *Tentative Tract Map:* The minimum *deposit* for an extension of time for a tentative tract map is \$_____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced

during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____